



# Central Texas Table of Grace Employment Application

*“Where the cup’s never empty, and the plate’s always full... You’re always welcome at the Table of Grace”*

## Section 1

Job details	
Position applied for:	
How did you hear about us? (If through the press, please state which publication.)	

Personal details			
Title: (Please double click on the grey box to tick)	Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/>		
First name:		Last name:	
Known as:		Email address:	
Social Security #		TXDL #	
Address Including County:			
Home telephone:		Mobile:	

Eligibility to work in the USA	
Are you a U.S. citizen or otherwise authorized to work in the U.S on an unrestricted basis?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please double click on grey box to tick)
Please note that in the event of being offered employment, you will be required to provide evidence.	
Scheduling	
Are you looking for full-time employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you looking for part-time employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to work a swing shift?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to work graveyard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
When are you available to start?	

Driving History	
Do you have a current driver’s license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have you held a license for more than 1 year?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If required, would you be able to use your vehicle for work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of any motor vehicle offense(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Criminal Record</b>	
Have you ever been convicted of a misdemeanor or felony? ( <b>Conviction does not necessarily bar you from employment.</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Please double click on grey box to tick)</i>
<i>If your answer is yes, please give details with date(s) of offense(s) and conviction(s):</i>	

## Section 2

<b>Education</b>			
Do you have a High School Diploma? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Subject</b>	<b>Name/Location</b>	<b>Graduation Date</b>	
High School			
Associates			
Bachelors			
Masters/PHD			
<b>Professional membership details</b>			
<b>Training</b>			
<b>Course level</b>	<b>Course provider</b>	<b>Dates</b>	<b>Duration</b>

## Section 3

Please start with your present/most recent employer and work backwards. (State whether full or part-time.)

<b>Present/most recent employment</b>			
<b>Name of employer:</b>		<b>Job title:</b>	
<b>Employer's address:</b>			

<b>Postcode:</b>			
<b>Date started:</b>		<b>Date finished:</b>	
<b>Final salary:</b>		<b>Reason for leaving:</b>	
<i>Summary of main responsibilities:</i>			

<b>Previous employment</b>			
<b>Name of employer:</b>		<b>Job title:</b>	
<b>Employer's address:</b>			
<b>Postcode:</b>			
<b>Date started:</b>		<b>Date finished:</b>	
<b>Final salary:</b>		<b>Reason for leaving:</b>	
<i>Summary of main responsibilities:</i>			

<b>Previous employment</b>			
<b>Name of employer:</b>		<b>Job title:</b>	
<b>Employer's address:</b>			
<b>Postcode:</b>			
<b>Date started:</b>		<b>Date finished:</b>	
<b>Final salary:</b>		<b>Reason for leaving:</b>	
<i>Summary of main responsibilities:</i>			

<b>Please give details of any relevant unpaid/voluntary work experience. (Continue on back page if necessary.)</b>

## Section 4

### Skills and general information

*This section is to give us specific information supporting your application. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy each and every aspect of the job you are applying for. Please use additional sheets if necessary.*

## Section 5

### References

*Please supply two references. These should not include relatives or purely personal friends. If you are currently employed, one reference must be from your current employer. We will approach your references when a formal offer has been made and accepted.*

#### First reference

**Title:** (please tick) Mr.  Mrs.  Miss  Ms.  Other

**Name:**

**Job title:**

**Address:**

**Relationship to applicant:**

**Tel:**

**Email:**

#### Second reference

**Title:** (please tick) Mr.  Mrs.  Miss  Ms.  Other

**Name:**

**Job title:**

**Address:**

**Relationship to applicant:**

**Tel:**

**Email:**

### Declaration

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. CTTG is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at CTTG is “**at will**,” which means that either this company or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Yes  No

**Signature:**

**Date:**

**Returning your application:**

Thank you for your interest in employment with Central Texas Table of Grace.

Completed applications can be returned to:

**Central Texas Table of Grace: P.O Box 52 Round Rock, Texas 78680**  
**Email:admin@ctxtableofgrace.org**

If you have any further questions regarding employment or CTTG in general, please contact us via email at admin@ctxtableofgrace.org